**A picture containing person, person, indoor, shirt

Description automatically generatedMUHAMMAD HAFIZUDDIN BIN MUHAMMAD SANUSI**

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# CAREER OBJECTIVE

My goal is to work on a job with a company that will allow me to develop new skills, grow professionally, and contribute to the company's success to the best of my abilities.

# SKILL

|  |  |
| --- | --- |
| * Native Language: Malay * Intermediate Language: English * Strong Work Ethic * Employee onboarding and offboarding * Coaching and Monitoring | * Strategic workforce planning * Writing and editing * Time management * Recruitment and talent acquisition * Project Management |

WORK EXPERIENCE

**HUMAN RESOURCE INTERN | MAR 2023 – JULY 2023**

KPJ DAMANSARA SPECIALIST HOSPITAL 2

* Assist the HR staff in managing the orientation of new employees.
* Assist with the migration of patient information into the systems.
* Assist with the creation of an employee identification card.
* Make a file for employee profiles.
* Assisting in handling employee inquiries and providing basic HR support.
* Assisting with document management.
* Contributing to the planning and organization of company events and activities.

VOLUNTEER EXPERIENCE

**LIVE UP YOUR DREAM TALK | 2018**

• Managing talk for club in university

• Work on the talk time management and flow of the day

• Working with the club member to accomplish the talk.

**STUDENT SPORTS COMMITTEE WORKSHOP | 2018**

• Participate in a meeting aimed at creating a student sports committee for UiTM.

EDUCATION

## BACHELOR OF INTERNATIONAL RELATIONS (DIPLOMACY AND INTERNATIONAL SECURITY)

* National Defence University of Malaysia (UPNM)
* Period: 2020 – Current

## FOUNDATION IN MANAGEMENT AND STRATEGY

* National Defence University of Malaysia (UPNM)
* Period: 2019 – 2020

## MALAYSIAN CERTIFICATE OF EDUCATION (SPM)

* SMK Sultan Ismail (SMKSI)
* Period: 2015 – 2016

## FORM 3 ASSESSMENT (PT3)

* MARA Junior Science College (MRSM)
* Period: 2012 – 2015

REFERENCE

* **Datin Azni Azikin binti Ahmad | Human Resources Manager**

Damansara Specialist Hospital 2

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* **Dr Noraini bt Zulkafli @ Zulkifli | Senior Lecturer/ Industrial Training Coordinator**

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